



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

PARKS AND RECREATION BOARD

City Hall Postmaster Conference Room
116 Union Avenue

WEDNESDAY
October 26, 2016
7:00 p.m.

- 7:00 1. **CALL TO ORDER** – Roll Call
2. **APPROVE** the minutes of the September 28, 2016 meeting (*P.1*)
- 7:05 3. **CITIZEN COMMENTS** on items not on the agenda
- 7:10 4. **DISCUSSION ITEMS** (*P.5*)
- a. Hill Park
 - b. Wildlife Refuge
 - c. Park Board Value Statement
 - d. Snohomish Recreation Opportunities
- 8:30 5. **OTHER BUSINESS/INFORMATION ITEMS**
- a. Project Manager Updates (*P.9*)
 - 1. Hal Moe Pool
 - 2. Riverfront / 20 acre
 - 3. New City Magazine
 - b. Parks and Facilities Maintenance Updates
 - 1. Police Station Remodel
 - 2. Hill Park Rain Garden 2nd cell instillation
 - 3. Boys and Girls Club Pavers
 - 4. Boys and Girls Club Speed Bumps
 - 5. City Hall Front Counter and Restroom Remodel
- 8:45 6. **ADJOURN**

NEXT MEETING: The next regular meeting date and location is yet to be determined.

Meeting Guidelines

The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.

- ◆ Meetings end at 9:00 p.m. unless a majority moves to continue.
- ◆ Citizen comments are limited to three minutes.
- ◆ Each Agenda will have time allocations for each item.
- ◆ Agenda items will be discussed in the following format: Staff Presentations, Citizen Comments, Board deliberation, and action.
- ◆ All Agendas will include the annual Calendar.
- ◆ Agendas will be emailed to Boardmembers.

Parks and Recreation Board Meeting Calendar – 2016

Month	Agenda Topics
January	a. Focus Review of Pilchuck Park – Long Term Park Planning Needs b. NRPA Membership and Logo c. Parks Website d. 2016 Meeting Calendar
February	a. NRPA Membership and Logo b. Parks Website c. Ferguson Park d. Union Avenue Street Tree/Streetscape
March	a. 20 Acre Park – Open House Forum Discussion b. Fischer Park c. Volunteer Updates
April	a. Kla Ha Ya Park b. Cady Park
May	a. Off Leash Dog Parks (Frisbee Golf) b. Maple Avenue c. REET Funding
June	a. Morgantown
July/August	a. Walking Tours – Kla Ha Ya Park
September	a. Averill Field – moved to January 2017
October	a. Hill Park b. Wildlife Refuge
Nov/Dec	a. 2016 Year in Review b. 2017 Calendar
January 2017	a. Averill Field/HMP b. Casino Royale

AGENDA ITEM 2



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

Parks and Recreation Board Meeting Summary

September 28, 2016

City Hall Conference Room

116 Union Avenue

1. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m.

Roll Call:

Present:

Park Board:

Lya Badgley, Chair
John First (*arr 7:07*)
Chris Harper
Noah Pylvainen
Rick Patton

Staff:

Denise Johns
Mike Johnson
Angela Evans

Citizens/Other:

One citizen was present

Absent: None

2. **APPROVE MEETING SUMMARY:** The June 22, 2016 and July 20, 2016 meeting summaries were approved.
3. **CITIZEN COMMENTS** - None
4. **DISCUSSION ITEM** – Value Statement Template

Ms. Johns explained formal adoption of a Value Statement was an Open Government Committee recommendation.

The Board accepted the value statement. Mr. First suggested the purpose section read: The Parks and Recreation Board is a citizen's advisory committee appointed by the City Council *dedicated to the preservation of parks and open space within the City*. Staff will incorporate this suggestion along with the Board's mission statement and complete the vision statement.

5. **INFORMATION ITEMS:**

- a. Project Manager Updates – Ms. Johns updated the Board on the following projects:

AGENDA ITEM 2

1. Hal Moe Pool (HMP) Building Remodel

Request for Proposals for Hal Moe Building Remodel:

Staff presented and City Council approved a request for proposals for the remodel of the HMP building. After the HMP Committee review, the RFP will be advertised for 30 days.

Mr. First and Mr. Pylvainen expressed interest in being involved with staff in working with the future architectural team.

Hal Moe Master Planning

In addition to the advisory committee, staff will involve youthful users of the site, skateboarders and youth between the ages of 12-18 in a focus group format and hopes to meet with them later this fall.

Public Art:

Staff requested comments about including public art in the master planning of the Hal Moe site. Corey McCrea's family would like the community to consider an art piece memorializing him. the Park Board agreed public art would be a wonderful asset and addition to the skate park.

2. 20-Acre Park

Paid Parking:

Staff will present a parking and maintenance discussion item to Council recommending partnering with Washington Department of Fish and Wildlife (WDFW) for boat launch maintenance, free parking, and staff monitoring parking use.

WDFW:

WDFW Discover Pass fees are used towards the maintenance of boat launch facilities and those holding a WDFW fishing licenses and/or the Discover Pass thereby contribute to boat launch maintenance. WDFW has offered to maintain the boat launch, contingent upon Discover Passes and/or fishing license holders not being charged for parking. Staff will be recommending Council authorize the City Manager to enter into a temporary use permit with WDFW which will allow WDFW to maintain the boat launch at no cost to the City.

Fencing:

Staff is working with the former property owner to establish design criteria meeting their farming and FEMA requirements.

3. WSDOT Pedestrian Bicycle Grant

The City has applied for a Pedestrian and Bicycle Grant: Interurban Trail and re-design of Second Street. The Washington State Department of Transportation (WSDOT) toured Second Street with staff and expressed interest in the project.

Concern was expressed by some members of the Board regarding increased bicycle traffic on Second Street. Staff reiterated the project is to increase safety for pedestrians and bicyclists.

AGENDA ITEM 2

4. Naming Committee

Staff is conducting research in preparation for the Naming Committee's next meeting. The committee will likely meet again in mid-November.

5. CIP

The City's Capital Improvement Plan (CIP) adopted by Council includes funding for Hal Moe Pool design, the Riverfront, and for Fischer Park.

Fischer Park was ranked 56th for grant funding from the Local Parks grants offered through the Recreation and Conservation Office.

b. Parks and Facilities Maintenance Updates – Mr. Johnson updated the Board on the following projects:

1. Pilchuck Park Improvements

Pilchuck Park received a facelift from the repair of the sprinkler system and Field #1 refurbishment. Grass was removed the infield and 110 tons of infield mix installed. Teams using the field love it and the improvements require a tenth of maintenance time. The park is in better shape than it has been in 10-15 years.

2. Recently Added Park Maintenance

In the 2017 budget, staff is proposing to contract various maintenance tasks out to a landscaping company. During the spring, the City requires additional staff to maintain the new roundabout, planting beds, City facilities and parks.

Mr. Harper suggested utilizing a work crew from the Department of Corrections. Staff will look into this further.

3. Police Remodel

Work on the Police Station is expected to begin mid October and be completed in December, 2016.

6. **OTHER BUSINESS:**

The City Hall copula is being painted and a new weather vane has been installed.

Ms. Badgley asked if there was going to be a fall clean-up this year. Staff said there isn't one scheduled as of yet.

AGENDA ITEM 2

The Eagle Scout project at the Boys and Girls Club is postponed due to a miscount of required pavers. It should be starting up again soon.

The Hill Park rain garden project begin in October.

Staff has been attempting more maintenance at Casino Royale and a discussion was held between the Board and staff concerning whether this property should be utilized as a Frisbee golf park. The Board will be further discussing master planning for this park in 2017.

Staff and the Board discussed and revised the upcoming meeting calendar. The Wildlife Refuge will be discussed in October, the year-in-review will be in December, and Averill Field/HMP will be discussed in January.

NEXT MEETING: The next meeting is October 26, 2016. The November/December meeting will be held at Todo Mexico. The exact date is TBD.

7. **ADJOURN:** Meeting adjourned at 8:30 p.m.

Approved this _____ day of _____, 2016

_____, Chair
Lya Badgley

DISCUSSION ITEM 4

To: Parks and Recreation Board

From: Denise Johns

Date: October 26, 2016

Subject: Discussion Items

Hill Park

The purpose of this item is for the Board to learn about recent and planned improvements at Hill Park and make recommendations for next steps.

Wildlife Refuge

The purpose of this discussion item is for the Board to review existing conditions and observed use of the park and make recommendations.

Park Value Statement

This discussion item's purpose is for the Board to review and approve or approve with changes, the Park Board Value Statement (See Exhibit 1)

Snohomish Recreation Opportunities

This discussion item is for the Board to discuss the possibility of partnering with a non-profit organization and improving what currently exists in the City and advise staff on next steps.

Background:

The PROS long term plan has stated two recreation goals to meet the recreation needs of the City:

Goal PRO 7.0: Coordinate with other entities to provide recreation facilities or services not provided by the City. Provide a complete system of park and recreational facilities and open space, coordinate with entities that provide other public, non-profit, and private recreation facilities or services that are needed by City residents.

Goal PRO 8.0: Support private and non-profit recreation providers to meet the needs of City residents. Recognize and support the important role of private recreation providers in meeting the full range of recreation needs of City residents.

It also has an implementation goal in recommending establishing a Parks and Recreation department to fulfill recreations needs.

DISCUSSION ITEM 4

Because the City has yet to identify a funding source for establishing a recreation department, staff is exploring the possibility of improving the City's recreation outreach efforts:

1. Partnering with non-profit(s) recreational organizations to function as the City's recreation department. Examples include YMCA and Boys and Girls Club to provide the expertise and management to provide recreational opportunities to the City.
2. Improving communication and coordination with existing non-profit and for-profit organizations by publishing and promoting their schedules on our website.

Recommendation

The Park Board review the idea of partnering with non-profits and improving the City's communication and coordination with other recreation providers and advise staff on next steps.

DISCUSSION ITEM 4

EXHIBIT A

City of Snohomish

Boards and Commissions

Values Statement Template

Parks and Recreation Board

Purpose:

The Parks and Recreation Board is a citizens advisory committee appointed by the City Council dedicated to advising and recommending to the Snohomish City Council rules and regulations for the government and management of all parks and shall advise the appointing power on policy and fiscal matters relating to parks and recreation programs within the City of Snohomish.

Respect:

The Parks and Recreation Board believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The Parks and Recreation Board honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The Parks and Recreation Board embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character.

Excellence in Leadership:

The Parks and Recreation Board endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Regional Perspective:

The Parks and Recreation Board advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

Respect for the Decision-Making Process:

The Parks and Recreation Board seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The Parks and Recreation Board strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

DISCUSSION ITEM 4

INFORMATION ITEMS 5

To: Parks and Recreation Board

From: Denise Johns

Date: October 26, 2016

Subject: Project Manager's Update

Hal Moe Pool Building Remodel

Staff conducted two site visits this month with a total of 23 architects, engineers, and project managers attending. Proposals are due on November 8th and the Hal Moe Committee will be reviewing them on November 10th.

Master planning for the site will begin and be ongoing along with the consultants work.

20 Acre park/ Riverfront Master Planning

The existing master plan will be used as some of the background for its updating by staff.

Council approved \$150,000 for improvements which include fencing, pedestrian connection(s) from the existing Riverfront Trail, and 20 acre property.

New City Quarterly Magazine

The City will be launching its quarterly magazine published by Philips Publishing, Seattle beginning spring 2017.